	Standard Operating Procedure		
	Title / Subject **General Programming Guidelines**	Effective Date 08/13/2013	Revision Date --/--/----

Contents

1) **Purpose**

    a. To provide a general guideline giving programmer's basic understanding of purpose, use and zone channel assignment of talkgroups as well as commonly allowed talkgroups.

    b. This document provides suggestions regarding programming, it should be understood that programming policy guides the requirements of programming, while this document gives examples and suggestions of actual zone programming. Unless otherwise noted as a restriction or noted required, these items are suggestions.

    c. It is imperative that channel naming follow guidelines of the WVSIRN. Many users are not aware that channels are capable of talking to each other if the names are not exactly the same. Make every possible effort to keep naming consistent.

2) Channel Type Definitions

DISPATCH	A channel used primarily to pass task assignments to units and for units to report status back to dispatch. Dispatch channels shall not be encrypted as it is contrary to interoperability. Dispatch talkgroups are normally active on sites in local operational area.
TACTICAL	A channel to which an incident may move for tactical operations. A dispatcher may be tasked to follow the dispatched units to provide services until the task is completed. Should be assigned to all radios for use by any discipline.
SECTAC	A channel to which dispatch has moved an ongoing situation that would be encrypted, normally Law Enforcement, but can be used by other disciplines.
PTAC	A police tactical talkgroup to which an incident may move for tactical operations. This must be assigned only to law enforcement units and may or may not be encrypted.
EVENTS	Intended for special event operations that are preplanned events such as a festival or fair, fireworks, air shows, bridge day, sporting events and the like but needing communication services for either Fire, EMS, or Law Enforcement personnel. Can be used as overflow for tactical talkgroups. Should be assigned to all radios for use by any discipline.
PRIVATE	A channel used by one agency for communications not intended for those outside that agency. It is recommended that this channel be encrypted for further security, and it is not intended for interoperability use. Talkgroup used for miscellaneous non-incident related traffic.
HOSPITAL	A hospital utilizing the WVSIRN system.
MEDICAL COMMAND	Medical Command utilizing the WVSIRN system.
ADMIN	Administrative channel
LOCAL/COUNTY GOV	Channel for Local or County Government use (Probably NOT a first responder)
REGIONAL	**REG X COMMAND –** regional command & control **REG X FIRE –** regional command & control for fire **REG X EMS –** regional command & control for emergency medical services **REG X LAW --** regional command for law enforcement (not to be placed in fire or EMS radios) **REG X TAC –** regional tactical operations **REG X TALK –** regional unofficial radio traffic **County X 911 –** channel assigned to each 911 Center available to any discipline
NATIONAL INTEROP	National Conventional Public Safety Interoperability Channel (NPSTC). Repeated or Direct. Channel names could be **UCALL 4x, UCALL 4xD, UTAC 4x, UTAC 4xD**.
BSA	Specific talkgroups assigned to support the Boy Scout Jamboree and other events at the property. **BSA 01-32 –** for BSA use. **BSA 33-64 –** for use by public safety at the BSA site.

3) **Special Channels**

   a. **SOS Channel** – Emergency channel valid statewide. It is monitored by multiple agencies. The talkgroup ID for this channel is 2328 (9000 Dec). Though monitored, this channel only provides the ability for a location to know that an emergency has occurred, but does NOT provide any location information for the monitoring station. Any location information must be provided by the person initiating the emergency. This channel is valid for any radio discipline.

   b. **Dynamic Regroup** – This channel is controlled by the System Operator and allows for a defined group of radios to be "pushed" to a common channel. This channel must be in each radio one time, preferably in Channel 16 in one zone only. A radio that has been dynamically regrouped will remain on that regroup channel until such time as the operator navigates to the DYNAMIC REGROUP channel and then leaves that channel. It must be included in all radios on the WV SIRN.

   c. **DHSEM 1 & DHSEM 2** – These channels are monitored 24/7 by the WV Division of Homeland Security & Emergency Management. This will allow direct communications with the state EOC.

   d. **BSA** – The 64 Channels identified as BSA Talkgroups will be used to operate the BSA events. BSA 01-32 are for BSA operations and BSA 33-64 are for Public Safety operations. Some talkgroups are local to the BSA reserve and some are wide area. The specific use will be assigned as needed and communicated accordingly. These are to be broken into 4 zones of 16 talkgroups and titled BSAA, BSAB, BSAC, BSAD. The channels should be labeled BSA 01 thru BSA 64. These talkgroups can be placed in any radio with channel capacity however public safety radios should have BSA 33-64 if the radios have limited channel capacity.

   e. **DOH** – The talkgroup DOT-3, which is the Traffic Management Center talkgroup is used to communicate with DOT/DOH units as well as the Traffic Management Center (TMC). This is valid statewide. This channel is authorized for local entities to have in radios assigned to the Emergency Management Administrative Staff, 911 Center and EOC only.

   f. **Turnpike** – The "Turnpike General" (TP General) 2480 talkgroup is used for units to talk to the Turnpike Control Center to coordinate operations. This talkgroup may be put into radios that border the Turnpike and/or Evacuation Routes that are assigned to Emergency Management Administrative Staff, 911 Center, EOC and Mobile Operations Units only.

   g. **State Police** – These talkgroups are to be used to communicate with the WV State Police Dispatch and State Police units. Primary dispatch talkgroups can be programmed into Law Enforcement Units and 911 Centers.

h. **<u>DNR</u>** – These are used to communicate with the WVDNR dispatch and field units for interagency response. These are approved for Law Enforcement Mobile radios, Communications Centers as well as Mobile Communications Units. This is for the primary dispatch talkgroups only.

i. **<u>Pursuit Channels</u>** – These channels are valid statewide and there are primarily 2 northern talkgroups (Zone 1 & 3) and 2 southern talkgroups (Zone 2) for use during multiagency law enforcement pursuits. Care should be taken when using these in that they are not already in use by another agency. These should be programmed into all Law Enforcement radios, Communication Centers and Mobile Operations Units. No Fire or EMS programming is permitted.

j. **Note 1 --** Should anyone wish to use another talkgroup, they are responsible for following proper requesting processes indicated in the Programming SOP. No other "assumed" permissions are to be taken.

k. **Note 2 --** The programming of the above channels are permitted in Mobile Operations Units and Cache Radios as long as the intended use and assignment is followed.

4) Basic Zone Information

a. A "zone" is a bank of channels in a radio, typically 16 channels. Each zone is laid out for a specific intended purpose/discipline. Zones should be set up with the user in mind, keeping channels used on a daily basis in the primary zone, and channels used with each other in the same zones. Configurations within disciplines should follow the same patterns.

b. Conventional and Trunked channels may normally not be scanned well together in one scan list. Mixed mode scanning in most radios is not efficient and works poorly. Most digital scan lists will not allow conventional channels, and vice versa. Scan list membership should be kept to the lowest number as necessary. There is no priority scan capability available in a mixed mode scan list. Most radio vendors allow "mixed" mode scanning, *however testing and general understanding of the deficiencies should be noted to the end user*.

c. Included in each radio should be the regional channels. Low channel capacity radios should have at least the region in which they are assigned. Higher channel capacity radios should have all regions if possible in order to facilitate use in larger events. No regional channels shall be encrypted. Regional zones should have the regional channels of the discipline (Fire, EMS, or Police) and the 911 talkgroups for all counties in that region. The remaining channels should be filled with the regional command channel, regional TAC channels, and TALK (normally not more than 2) channels as channel capacities of the radio allow.

d. The recognized and accepted interoperable encryption is AES. All vendors who are considered to be AES compatible have been noted on the accepted (tested) subscriber list. No other encryption is considered to be interoperable (i.e. Motorola ADP). No dispatch channels shall be encrypted. Alternative encryption can be used, however it must be understood that these are not interoperable and may not be able to be used with cooperating agencies or other radio vendors (i.e. ADP will only work with Motorola Radios).

5) Sample Channel Layouts -- Primary Operations Zone

CHANNEL	NAME	DESCRIPTION
1	Primary Dispatch	EMS, Law, or Fire Dispatch
2	Agency Private	xxxPD Private
3	Discipline Private	The "All" Channel (All Fire, All Police, All EMS)
4	County Tactical 1	Shared By All County Radio's
5	County Tactical 2	Shared By All County Radio's
6	County Tactical 3	Shared By All County Radio's
7	County Tactical 4	Shared By All County Radio's
8	PTAC 1 other TAC	PTAC for Law Enforcement Only, Other TAC for the other disciplines
9	PTAC 2 other TAC	PTAC for Law Enforcement Only, Other TAC for the other disciplines
10	County Event 1	Shared By All County Radio's
11	County Event 2	Shared By All County Radio's
12	County Event 3	Shared By All County Radio's
13	County Event 4	Shared By All County Radio's
14	Other Talkgroup	Suggestions would be HAIL, SECTAC, GOV Channel, Etc.
15	Other Talkgroup	Suggestions would be HAIL, SECTAC, GOV Channel, Etc.
16	Dynamic Regroup	This could also be moved to the Channel 15

6) Sample Channel Layouts -- Medical Command Channels
Med Talkgroups A - F for the agency's medical command facility in addition to the conventional Medical Channels 1 - 10. See The Medical Command Channel SOP for further details on the use of these channels.

Channel	Name
1	xxx MED A
2	xxx MED B
3	xxx MED C
4	xxx MED D
5	xxx MED E
6	xxx MED F
7	MED 1
8	MED 2
9	MED 3
10	MED 4
11	MED 5
12	MED 6
13	MED 7
14	MED 8
15	CALL 9
16	MED 10